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STATE OF DELAWARE
BOARD OF VETERINARY MEDICINE

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APPLICATION FOR LICENSURE/EXAMINATION FOR VETERINARY TECHNICIANS INSTRUCTION SHEET

Read this entire Instruction Sheet carefully.

Failure to follow these instructions may delay your examination or licensure.

General Information

The application for Veterinary Technician licensure asks whether you are applying by examination or reciprocity. This depends on whether you hold a current license in another jurisdiction (state, U.S. territory or District of Columbia).

| IF you have... | AND IF you have... | THEN apply by... |
|--|----------------------------|------------------|
| <ul style="list-style-type: none"><i>never</i> held a veterinary technician license in another jurisdiction, orheld a license(s) in another jurisdiction(s) but <i>none is current</i> | not passed the VTNE | Examination. |
| | already passed the VTNE | Examination. |
| hold a <i>current, active</i> veterinary technician license in another jurisdiction | -- | Reciprocity. |

Important Information If You Need to Take the VTNE

The American Association of Veterinary State Boards (AAVSB) owns and administers the Veterinary Technician National Exam (VTNE). The VTNE is a computer-based examination that you may take during three "testing windows" per year – in summer, fall and late winter/early spring. See [VTNE](#) for information about the exam – including the testing sites, dates of testing windows, and *VTNE Candidate Information Booklet*.

To qualify to take the VTNE based on Delaware's requirements (as explained below), you must first apply to the Delaware Board for approval to sit for the VTNE. The AAVSB will **not** allow you sit for the VTNE until the Delaware Board approves your education and other qualifications. This requirement applies to *both* Delaware and out-of-state residents. After the Board reviews your application, you will be notified whether you are approved to take the examination.

After applying to the Delaware Board, you may register for the VTNE [online](#). You can register before you receive notification of the Delaware Board's approval. However, registering for the exam does not guarantee eligibility. Before the examination date, AAVSB will verify the eligibility of registered candidates with the Delaware Board office. If you are eligible, AAVSB will provide you with further exam information. If the Delaware Board has not approved your application, you are not eligible and will not be allowed to take the exam. *Direct all questions about the VTNE registration process to the AAVSB.*

To take the exam during a testing window, you must meet specific deadlines for applying to the Delaware Board and for registering with AAVSB. To view the deadlines for each testing window, click [Veterinary Technician National Examination](#).

Requirements for All Applicants

These requirements apply to all applicants regardless of whether applying by examination or reciprocity.

☐ Submit a completed, signed and notarized [Application for Licensure/Examination for Veterinary Technicians](#).

☐ Enclose the non-refundable application [processing fee](#) by check or money order made payable to the "State of Delaware." **Do not send the VTNE examination fee to the Delaware Board office! Send it to AAVSB.**

☐ Arrange for the Board office to receive **one** of the following, sent *directly* from the school to the Board office.

- ☐ Official transcript from an AVMA-accredited veterinary technician program, **or**
- ☐ Official transcript from a foreign veterinary program approved by the AVMA.

ALERT:

If you are a final-year veterinary technician student enrolled in an AVMA-accredited program, you may apply to take the VTNE before graduation by submitting proof of the probability of graduation. In this situation, arrange for the Board office to receive a letter from your school, sent *directly* to the Board office, stating that you are a veterinary technician student in good standing and the date on which you are expected to receive your degree. ***This letter will admit you to the VTNE, but you will not be considered for licensure until the Board office receives a final transcript, showing your graduation date, from your school.***

☐ If you have already passed the VTNE but you did not take it in Delaware, arrange for the Veterinary Information Verification Agency to send a score report *directly* to the Board office. To request a score transfer, see [Veterinary Professional Score Transfers](#).

- If you passed the VTNE exam over two years before applying, submit proof of completing 18 hours of continuing education within the past four years.

☐ If you have ever held a veterinary technician license in another jurisdiction, arrange for the Board office to receive a letter of good standing from each jurisdiction where you are now, *or have ever been*, licensed.

☐ If you have never been issued a U.S. Social Security Number (SSN), submit a [Request for Exemption from Social Security Number Requirement](#).

The Privacy Act of 1974, Section 7, requires the following information to be given to all applicants: Applicants for any Delaware professional or occupational license, permit, registration or certificate (other than Gaming permits) are required to provide a U.S. SSN (29 Del. C. §8735(m)). The Division of Professional Regulation uses the SSN primarily to verify identity and safeguard personal information. It may also be used to enforce child support obligation (13 Del. C. §2216) and for other lawful purposes.

Additional Requirements for Temporary Licenses

You must meet all of the above requirements. *In addition*, submit:

- ☐ [temporary license fee](#) by check or money order made payable to "State of Delaware"
- ☐ letter from a Delaware-licensed veterinarian verifying that
 - you will remain in the veterinarian's continuous employ and supervision, and
 - he or she will monitor your professional activities and be fully responsible for you while you are under temporary licensure.

Under no circumstances should you begin practicing as a veterinary technician in Delaware before the temporary license is issued. For information on the practice and supervision requirements for veterinary technicians, see Section 1.0 of the Board's [Rules and Regulations](#).



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APPLICATION FOR LICENSURE/EXAMINATION FOR VETERINARY TECHNICIANS

TYPE OF APPLICATION – All applicants complete this section.

1. Select type of application you are filing:

☐ **Examination** – Check your situation:

☐ I am applying to take the Veterinary Technician National Examination.

☐ I have already passed the Veterinary Technician National Examination but I do *not* hold a current, active Veterinary Technician license in another jurisdiction.

☐ **Reciprocity** – I hold a *current, active* Veterinary Technician license in another jurisdiction (state, U.S. territory or District of Columbia).

2. Are you also applying for a temporary license? Yes ☐ No ☐

Arrange for the Board office to receive a letter from your supervising veterinarian stating that you will remain in the veterinarian's continuous employ and that he or she will monitor your professional activities and be fully responsible for you while you are under temporary licensure.

3. Choose the category that describes your qualifications (check one):

☐ I am a graduate of (or final-year student in) an AVMA-accredited veterinary technician program.

☐ I graduated from an AVMA-approved foreign veterinary program.

IDENTIFYING AND CONTACT INFORMATION – All applicants complete this section.

4. Name: _____
Last/Family Name First Middle

5. Other Names Used: ☐ None _____
(Include maiden, other married, alternative spellings.)

6. Date of Birth (month/day/year): _____ Gender: Male ☐ Female ☐

7. Have you been issued a U.S. Social Security Number? Yes ☐ No ☐ If yes, enter your SSN: _____
If no, you must file a [Request for Exemption from Social Security Number Requirement](#).

8. Mailing Address: _____

City State Zip

9. Phone: _____ Daytime Home Email: _____ ☐ None

EDUCATION – All applicants complete this section.

10. Are you a final-year veterinary technician student enrolled in an **AVMA-accredited** program? Yes ☐ No ☐ If yes, enter the following information, then skip to the **EXAMINATION** section:

School Name: _____

Address: _____

Degree Expected: _____ Anticipated Graduation Date: _____

Arrange for the Board office to receive a letter from your school, sent *directly* to the Board office, stating that you are a veterinary technician student in good standing and the date on which you are expected to receive your degree. When your *final* transcript is available, arrange for an official copy of it to be sent from the college *directly* to the Board office.

11. Enter the following information about your education related to veterinary technician licensure:

School Name: _____

Address: _____

Type of program (check one): ☐ Veterinary Technician program—AVMA-accredited
☐ Veterinarian—AMVA-approved foreign program

Degree Received: _____ Date Degree Received: _____

Arrange for the Board office to receive an official transcript, sent *directly* from the school to the Board office.

EXAMINATION – All applicants complete this section.

12. Have you passed the Veterinary Technician National Examination (VTNE)? Yes ☐ No ☐ If yes, enter the following information about the exam, then skip to the **LICENSURE HISTORY** section:

Date Exam Passed: _____ Where Exam Taken: _____

- **If the date you passed the exam is over two years ago, submit proof of completing 18 hours of continuing education within the past four years.**
- **If you did *not* take the VTNE in Delaware, arrange for Veterinary Information Verification Agency to send a score report *directly* to the Board office.**

13. Are you applying by reciprocity? Yes ☐ No ☐ If yes, enter date when you were first licensed, then skip to the **LICENSURE HISTORY** section: _____

14. If you applying to take the VTNE in Delaware, are you requesting any accommodations on the basis of disability as defined under Title II of the Americans with Disabilities Act? Yes ☐ No ☐ If yes, request further information from the Board office.

LICENSURE HISTORY– All applicants complete this section.

15. Have you ever held a veterinary technician license in another jurisdiction (state, U.S. territory or District of Columbia)? Yes ☐ No ☐ If yes, provide the following information about each veterinary technician license you have ever held:

| JURISDICTION | LICENSE NUMBER | IS THIS LICENSE <i>CURRENT</i> ? |
|--------------|----------------|--|
| | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Arrange for *each* jurisdiction listed to send a “letter of good standing” *directly* to the Board office.

DISCLOSURES – All applicants complete this section.

16. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or any other criminal offense, including any offense for which you have received a pardon, in any jurisdiction? Yes ☐ No ☐ **If yes, submit a complete explanation and a certified copy of your criminal history record from any jurisdiction in which you have been convicted or pardoned. For information on obtaining a Delaware criminal history record, see [State Bureau of Identification](#).**
17. Are any criminal charges pending against you in any jurisdiction? Yes ☐ No ☐ **If yes, submit a complete explanation and arrange for appropriate authorities to provide all relevant information to the Board office. The information should be sufficiently specific to enable the Board to determine whether the charge is substantially related to the practice of veterinary medicine.**
18. Have you received any administrative penalties (i.e., disciplines) including, but not limited to fines, formal reprimands, license suspension or revocation, and probationary limitations? Yes ☐ No ☐ **If yes, submit a complete explanation and arrange for the jurisdiction(s) to send information about the disciplinary action to the Board.**
19. Have you entered into a consent agreement that places conditions on your professional conduct or practice, including any voluntary surrender of license? Yes ☐ No ☐ **If yes, submit a complete explanation and arrange for the jurisdiction(s) to send information about the disciplinary action to the Board.**
20. Are any disciplinary proceedings or unresolved complaints concerning your practice as a veterinary technician pending against you at present? Yes ☐ No ☐ **If yes, submit a complete explanation and arrange for the jurisdiction(s) to send information about the disciplinary action(s) to the Board.**
21. Do you have any impairment related to drugs or alcohol that would limit your ability to undertake the practice of veterinary medicine in a manner consistent with the safety of a patient or the public? Yes ☐ No ☐ **If yes, submit a complete explanation. Include copies of all appropriate records.**

If your application requires Board review, the Board office must receive all of these items no later than 4:30 PM ten full working days before the Board's meeting date:

- Completed, signed and notarized application form
- Fee payment
- All required supporting documentation.

Applications that are not complete within 12 months of filing may be considered abandoned and discarded. When your application is complete, please allow 4-6 weeks to receive your license.

AFFIDAVIT

I certify that the information in this application is complete and true. I understand that the intentional inclusion of false or fraudulent information in this application, or the material omission of information which might have a bearing on licensure, may result in the denial of licensure and will be reported to the Attorney General for further action. I understand that the application and examination fees are not refundable.

Applicant Signature: _____ **Date:** _____

City of _____ County of _____

Sworn to before me and subscribed in my presence this _____ day of _____, 2_____

Notary Signature: _____

SEAL

My commission expires: _____

APPLICATIONS THAT ARE UNSIGNED, NOT NOTARIZED, INCOMPLETE OR NOT ACCOMPANIED BY THE REQUIRED FEE WILL BE REJECTED.